

State of Washington Emergency Management Division

State Civilian Job Opportunity

EARTHQUAKE PROGRAM MANAGER (EMPS 3)

\$4,114- 5,395 (Range 58) per month, depending on qualifications

REPUBLISHED 6/4/08:	Closing Date Extended
OPENS:	May 22, 2008
CLOSES:	Open Until Filled
LOCATION:	Camp Murray, Tacoma (Lakewood), WA
RECRUITMENT #	3-0521-2008-EMPS3-EMD-01

The State of Washington Emergency Management Division (EMD) is currently recruiting for the Earthquake Program Manager (EMPS3) position at Camp Murray (near Ft. Lewis).

DEPARTMENT OVERVIEW

The Emergency Management Division is one of four operational divisions in the Military Department. The Emergency Management Division includes the units of Planning, Exercise and Training; Programs; Mitigation, Response and Recovery; and Enhanced 911. The Division is comprised of 90 permanent employees operating from the state Emergency Operations Center (EOC) at Camp Murray. The Military Department state budget consists of 317 FTE's and a total biennial operating and capital budget of \$276 Million. The Department's mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis.

POSITION OBJECTIVE

Under the supervision of and reporting to the Programs Section Manager, this position has delegated responsibility to manage the Seismic Safety Program which includes earthquake, tsunami and volcano issues. This position provides professional and technical support for the statewide seismic safety policy, preparedness, planning, mitigation, response and recovery activities which support efforts statewide. This position serves as the subject matter expert on seismic and geological issues for the Division and other state and local organizations. Additionally, it provides executive leadership support for the Seismic Safety Advisory Committee, which is charged by statute, to develop a comprehensive plan for improving the State's earthquake preparedness.

Duties and responsibilities include but are not limited to the following:

- Develops the program policies, goals and objectives. Establishes annual work plan for program activities and monitors plan progress and related budgets. May serve as lead for other program staff.
- Manages both state and federal program grants and contracts related to earthquake program responsibilities.
- Develops cooperative relationships between state, local, and federal agencies, businesses, citizen groups, and the state legislature involved with, or interested in, earthquake planning, mitigation, response, and recovery.
- Provides guidance in the development of program legislative and code revision activities, and provides data and other information for senior level policy staff.
- Responsible for development of program policy recommendations for EMD Director's approval and implementation of policy decision.
- In development and implementation of earthquake program initiatives, activities will include assisting and collaborating with federal, state, and local government agencies, as well as with other public and private agencies.

REQUIRED QUALIFICATIONS

A Bachelor's degree and four years of professional level experience in emergency management, training/education, public information/affairs, program/project management, environmental analysis or planning, legislative affairs, and/or urban planning. Additional qualifying experience will substitute, year for year, for the education requirement.

A Master's or Ph.D. degree will substitute for one year of the experience requirement;

OR

Two years of experience as an Emergency Management Program Specialist 2.

CONDITIONS OF EMPLOYMENT

- Ability to serve in an operational capacity in the Emergency Operations Center, joint information center and/or field offices or command posts during emergencies and disasters which may include shift work, rotating hours and long hours, to assist with disaster response and recovery.
- Willing to travel in- and/or out-of-state. May be asked to be away from home for extended periods of time.
- Must comply with Department policy/procedure governing workplace conduct.
- This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.
- Willingness to work in or around Military facilities and programs.

DESIRED QUALIFICATIONS

Education:

- Masters Degree in Public Administration, Public Policy, Community Planning, or similar fields.

Skills/Competencies/Ability to:

- Comprehend and explain the purpose of the project or program, the roles and responsibilities of those performing the work and the needs and desires of those who will receive the resulting products or services. Establish clear, realistic, measurable goals and objectives. Accurately determines and sequences actions steps.
- Organize and prioritize work, devoting adequate time and attention to individual tasks. Transitions easily between tasks, responding quickly and efficiently to work requests. Completes high volumes of work over the course of a day. Remains acutely aware of timeframes and successfully meets deadlines.
- Analyze, comprehend, and apply complex and/or technical materials such as directives, regulations, policies, Code of Federal Regulations, financial circulars, Washington Administrative Codes, etc.
- Apply basic budgeting principles, maintain accurate financial reports and communicate this information to senior management.
- Able to develop, negotiate, implement and monitor grants and contracts.
- Coordinate with others inside or outside the organization to share information, make decisions, and/or implement solutions to problems or complaints.
- Explain complex or technical information regarding rules, rights, regulations, policies, procedures, programs, or services to answer questions, resolve problems, communicate decisions or actions.
- Able to work in an environment requiring strong customer relations, negotiations and problem resolution skills, including the ability to facilitate meetings and work with a variety of groups/committees.
- Have strong verbal and written communication skills.
- Use Microsoft Office Suite (including Word, Power Point, Access, and Excel or similar software) to develop document in support of program objectives.

BENEFITS

Washington State offers a full benefits package, including medical and dental coverage, life and disability insurance, retirement, as well as deferred compensation and optional supplemental retirement accounts.

SPECIAL NOTE

Individuals who applied under recruitment number 3-0410-2008-EMPS3-EMD-01, do not need to reapply.

APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to applicant3@mil.wa.gov . **NOTE:** *Please indicate the position you are applying for on the subject line of the email.*

1. [A current Washington State Application form.](#)
2. Letter of interest addressing the skills and qualifications as outlined in the posting.
3. Three employment references which includes your two most recent supervisors and one peer.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Connely, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7522
Fax (253) 512-7808

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.